48

Government of India
Department of Space
Indian Institute of Space Science and Technology
(Declared as deemed to be University under Section 3 of the UGC Act 1956)
Valiamala P.O., Thiruvananthapuram 695 547

IIST:DIR:2016   November 29, 2016

OFFICE ORDER No.462

Sub: Re-constitution of Internal Quality Assurance Cell (IQAC) for IIST

NAAC proposes that every accredited institution establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of an institution towards academic excellence. Director, IIST has reconstituted the IQAC for IIST with the following members as given below:

Dr. V K Dadhwal Director, IIST	: Chairman
Dr S Somanath, Director, LPSC	: Member
Dr Ajay Ghosh, Director, NIIST	: Member
Dr. K Kesavasamy, TCS, Thiruvanthapuram	: Member
Dr A Chandrasekar, Dean Academics	: Member
Dr. Kurien Issac, Dean – IPRC	: Member
Dr. Raju K George, Dean – R&D	: Member
Dr. Kuruvilla Joseph – Dean – Student Activities	: Member
Dr. Basudeb Ghosh, Faculty – Avionics	: Member
Dr. Prosenjit Das, Faculty – Mathematics	: Member
Dr. Naveen Surendran, Faculty – Physics	: Member
Dr. K G Sreejalekshmi, Faculty – Chemistry	: Member
Dr. S R Shine, Faculty – Aerospace Engineering	: Member
Dr. M Govindan Kutty, Faculty – Earth and Space Sciences	: Member
Dr. Shaijumon C S, Faculty – Humanities	: Member
Shri. V Sennaraj, Deputy Registrar (Academic)	: Member
Mr. Rajil Ramesh, Alumni, IIST	: Member
Ms. Surabhi Shivhare, Second Year BTech (AE) student	: Member
Dr. K S S Moosath, Head, Department of Mathematics	: Coordinator

IQAC membership is for a period of two years. The IQAC shall meet periodically (at least once in a quarter). The above reconstituted IQAC cell shall seek help from the earlier IQAC cell on matters related to previous data and reports.

The IQAC shall have the following functions

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University

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  - Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
  - Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
  - Dissemination of information on the various quality parameters of higher education
  - Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
  - Documentation of the various programmes/activities of the University, leading to quality improvement
  - Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices
  - Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
  - Development of Quality Culture in the University
  - Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Follow up

1. The AQAR shall be approved by the statutory bodies of IIST (such as Academic Council, Board of Management) for the follow up action for necessary quality enhancement measures.
2. IIST shall regularly submit the AQARs to the NAAC/other accreditation bodies.
3. The IQAC must create its exclusive window on its institutional website, to regularly report on its activities, as well as for hosting the AQAR.

Benefits

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
2. Ensure internalization of the quality culture;
3. Ensure enhancement and integration among the various activities of the institution and institutionalize good practices;
4. Provide a sound basis for decision-making to improve institutional functioning;
5. Act as a dynamic system for quality changes in IIST

UKdadhwal
29-11-16
(V K Dadhwal)
Director

To: The Chairman and Members of the committee
   All Heads of the Departments